



# Cascade County Special Use Permit (SUP) Application

Cascade County Public Works Department  
Planning Division  
121 4<sup>th</sup> St No, STE 2H/I, Great Falls MT 59401  
Phone: 406-454-6905 Fax: 406-454-6919

**Site Plan  
Requirements  
On Back**

**\$450.00 Non Refundable Application Fee**

**Payment:** Check (#) 8356 Cash

## OFFICE USE ONLY

Date Application Received: <u>3-13-18</u>	Floodplain Permit (Attached):	(Y / N / N/A)
Application No.: _____	Variance Approval (Attached):	(Y / N / N/A)
	County Approach Permit (Attached):	(Y / N / N/A)
	Health Dept. Approval (Attached):	(Y / N / N/A)
Approved Permit No.: _____	Addressing Approval (Attached):	(Y / N / N/A)
	Red Yellow Green (Development Coordination Map)	/ /
Date of Final Approval: _____	Date of Zoning Board of Adjustment Public Hearing	/ /
	Approved by (Staff): _____	

**Applicant/Agent:** Tim Wilkinson **Mailing Address:** 75 Spring Ridge Dr, Great Falls MT 59404

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ **Cell Phone:** 406-788-3741

**Owner(s) if different from applicant:** Estate of Emma J. Wilkinson **Mailing Address:** same as above

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ **Cell Phone:** 406-788-3741

**Property Address:** Lot 5, Block 6, Phase 7 Spring Tree Ridge Sec 28 T 20N R 3E

Lot(s) \_\_\_\_\_ Blk \_\_\_\_\_ **Geo Code:** not assigned at time of application **Parcel #** \_\_\_\_\_

**Structure Permit Issued For:** \_\_\_\_\_ **Current Zoning:** R/A

OR

**Change of Use Permit Issued For:** Additional Dwelling

Type of Improvement:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Residential Structure, Multi/Single | <input type="checkbox"/> Open-cut Mining Operation         | <input type="checkbox"/> Shop/Shed      |
| <input type="checkbox"/> Public Entity                                  | <input type="checkbox"/> Warehouse                         | <input type="checkbox"/> Office         |
| <input type="checkbox"/> Utility Installation, Minor/Major              | <input type="checkbox"/> Commercial/Agricultural in Nature | <input type="checkbox"/> Retail         |
| <input type="checkbox"/> Membership Club                                | <input type="checkbox"/> Commercial Storage Facility       | <input type="checkbox"/> Industrial Use |

**Square Feet of Proposed Structure/Addition:** \_\_\_\_\_ **Total Land Area Acres:** 1.007

**Type of Water Supply:** Public **Type of Sewage Disposal:** Septic

## INSTRUCTIONS:

The Permit Application Form shall be submitted to the Cascade County Planning Office for review. The applicant shall obtain all required permits/forms as part of the permitting process:

- If your property is in a regulated floodplain, a Floodplain Permit must be obtained first from the Planning Office.
- If an approach to the property is from a county road, an Approach Permit is needed from the Cascade County Public Works Road and Bridge Division. If an approach will be off a state highway, an Approach Permit is needed from the State of Montana Department of Transportation.
- If your property needs an assigned address, contact from the Cascade County Public Works GIS Division for an address application.
- If your property needs a wastewater management permit, you must obtain a septic system permit from the City County Health Department (<http://www.cchdmt.org/environmental-health/>).
- All projects that disturb an acre or more are required to have a "General Permit for Storm Water Discharges Associated with Construction Activity" from the MT Department of Environmental Quality (<http://deq.mt.gov/Water/WPB/wpbforms>).

## SITE PLAN REQUIREMENTS : **(PERMITS WILL NOT BE ISSUED WITHOUT AN ACCURATE SITE PLAN)**

Provide a complete site plan at a suitable scale (1" = 40', 1" = 100', etc) which includes the following, as applicable:

Required	Obtained	Submission Checklist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written Statement to Describe Project: Provide a detailed write-up on the type and purpose of the proposed use or business. Describe the products or services provided and the operation hours, provide the number of employees, anticipated customers and traffic, etc..
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of proposed structures, alterations, curb cuts, access points and utilities and the size, dimensions and uses thereof
<input type="checkbox"/>	<input type="checkbox"/>	Existing land use(s) on adjacent property
<input type="checkbox"/>	<input type="checkbox"/>	Disturbing one (1) acre or more; if yes, attach DEQ "General Permit for Storm Water Discharges Associated with Construction Activity".
<input type="checkbox"/>	<input type="checkbox"/>	Location, size, dimensions and number of off-street parking spaces, including on-site vehicular driveways and type of surface improvements (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Location and type of existing and proposed landscaping or buffering (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Location, type and height of existing and proposed fencing and/or screening (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Location, type and height of sight-obscuring improvement surrounding areas of storage for raw materials, finished products, machinery and equipment (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Operational Statement Checklist (if applicable)



## I. General Information for Applicants

- A. **Understanding the Regulations:** First, the proposed use must be specifically mentioned as a category in Uses Permitted Upon Issuance of a Special Use Permit within Section 7 of the Cascade County Zoning Regulations. Portions of the County Zoning Map and the Zoning Regulations are available at the Cascade County Website at <http://departments.cascadecountymt.gov/planning>.

## II. Steps of the Application Process

- A. Schedule a Pre-Application meeting with planners to ensure the project will meet the standards for Special Use Permits as outlined within Section 7 of Cascade County's Zoning Regulations.
- B. Complete, sign and return a Special Use Permit application and Special Use Permit Checklist, with the \$450.00 application fee to Planning Staff.
- Site plans, diagrams, business plans, operational statement checklist, photographs and other documents may be requested as part of a complete application, depending on the applicant's proposal.
- C. Planning Staff will notify interested agencies of the proposed project to request comments for the application.
- D. Planning Staff will schedule a public hearing before the *Cascade County Zoning Board of Adjustment*; Legal notice will be published twice in the Great Falls Tribune (at least six (6) days separating each publication) and sent by certified mail to all adjacent landowners.
- Planning Staff will present the application to the Zoning Board of Adjustment along with recommendations, based on findings of facts.
- The *Zoning Board of Adjustment* will make a determination on the application; three (3) affirmative votes are needed to issue the permit.
- E. Upon written notice from the Planning Staff, the applicant may begin the permitted special use.
- F. Permits may be revoked or expire for the following reasons:
1. The *Zoning Board of Adjustment* finds them in violation of the conditions of the permit or another regulation/ordinance.
  2. Approval is valid for one particular use and shall expire one year after the date of approval, if construction or the use has not started. The Zoning Administrator may grant a one-time only 6 month extension on the Zoning Board of Adjustment Approval.
  3. The Special Use Permit shall expire if the use ceases for six (6) months for any reason. Any future extension requests must be granted by the Zoning Board of Adjustment prior to the date of expiration.

## III. SUP Criteria

- A. Explain how the proposed use meets all of the required criteria below. ALL CRITERIA MUST BE DISCUSSED. If criteria are not applicable, please explain why. Attach drawings, additional text, site plans, and any other documents that will assist staff and the board in reviewing the proposed use. The more information you can provide, the easier it is for staff and the *Zoning Board of Adjustment* to review the application.

### 1. The proposed development will not materially endanger the public health or safety.

- a) Traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersections and approaches:

The addition of one single family residence will have a negligible impact on traffic conditions. Further, the Preliminary Plat approved by the County had 14 more lots than the Final Plat filed on March 13, 2018. As a result, the net traffic impact is significantly less than previously approved.

- b) Provision of services and utilities, including sewer, water, electrical, telecommunications, garbage collections, and fire protection:**

All services are installed to the lot including electrical, natural gas, phone, and public water. Further, there is a fire recharge hydrant within 30 feet of the lot.

- c) Soil erosion, sedimentation, and stormwater run-off:**

The soil conditions are excellent for construction purposes and include gravel and fractured sandstone.

- d) Protection of public, community, or private water supplies, including possible adverse effects on surface waters or ground water:**

The lot is served by a public water system and has been previously approved by the Montana DEQ and therefore will have no impact on surrounding private or public water supplies.

**2. The proposed development is a public necessity, or will not substantially impact the value of adjoining property.**

- a) The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.**

Each townhome unit is a single family dwelling unit in character with the surrounding development.

- b) Whether the proposed development is so necessary to the public health, safety, and general welfare of the community or County as a whole as to justify it regardless of its impact on the value of adjoining property.**

N/A

**3. The proposed development will be in harmony with the area in which it is located.**

- a) The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.**

Each townhome will be professionally designed and in the \$350,000 to \$400,000 range. Therefore, the units will compliment and will be consistent with the current Spring Tree Ridge development.

4. The proposed development will be consistent with the Cascade County Growth Policy.

- a) Consistency with the Growth Policy objectives for the various planning areas (Please address all five goals with a separate sheet of paper).

Goal 1: Sustain and strengthen the economic well-being of Cascade County's citizens.

Objectives:

- A. Stimulate the retention of existing businesses and expansion of existing businesses, new businesses, value-added businesses, wholesale and retail businesses, and industries including agriculture, mining, manufacturing/processing and forest products.

The townhome will increase the tax base by approximately \$5,000 to \$7,000 per annum over the existing vacant lot.

---

---

- B. Stabilize and diversify the county's tax base by encouraging the sustainable use of its natural resources.

N/A

---

---

- C. Identify and pursue primary business development that complements existing business, which is compatible with communities, and utilizes available assets. Identify and pursue targeted business development opportunities to include, but not limited to, manufacturing/heavy industry, telecommunication, and youth/social services.

N/A

---

---

- D. Promote the development of cultural resources and tourism to broaden Cascade County's economic base.

N/A

---

---

- E. Foster and stimulate well-planned entrepreneurship among the county's citizenry.

N/A

---

---

- F. Promote a strong local business environment. Encourage and strengthen business support mechanisms such as chamber of commerce, development organizations and business roundtable organizations.

N/A

---

---

- G. Improve local trade capture for Cascade County businesses. Promote local shopping as well as well-planned businesses and new businesses.

N/A

---

---

---

- H. Network with and support other economic development efforts in the region and statewide, in recognition of Cascade County's interdependence with other communities and to leverage available local resources.

N/A

---

---

---

- I. Encourage the growth of the agricultural economy.

N/A

---

---

---

- J. Stimulate the growth of the economy by encouraging the use of alternative methods of energy production, including wind energy.

N/A

---

---

---

**Goal 2: Protect and maintain Cascade County's rural character and the community's historic relationship with natural resource development.**

**Objectives:**

- A. Foster the continuance of agriculture and forestry in recognition of their economic contribution and the intrinsic natural beauty of grazing areas, farmlands and forests.

The lot is currently zoned 1 acre residential and therefore the SUP will have no negligible impact.

---

---

---

- B. Preserve Cascade County's scenic beauty and conserve its forests, rangeland and streams, with their abundant wildlife and good fisheries.

No impact.

---

---

---

- C. Preserve Cascade County's open space setting by encouraging new development to locate near existing towns and rural settlements and by discouraging poorly designed, land subdivisions and commercial development.

The lot is in an approved planned residential development and appropriately zoned.

---

---

---

**D. Assure clean air, clean water, a healthful environment and good community appearance.**

No impact.

---

---

---

**E. Support the development of natural resources including but not limited to timber, mining, oil and gas production and renewable energy production.**

No impact.

---

---

---

**F. Continue to work with federal and state agencies to redevelop properties within Cascade County which are currently undergoing Superfund and Brownfield processes.**

No impact.

---

---

---

**Goal 3: Maintain agricultural economy.**

**Objectives:**

**A. Protect the most productive soil types.**

No negative impact.

---

---

---

**B. Continue to protect soils against erosion.**

No negative impact.

---

---

---

**C. Protect the floodplain from non-agricultural development.**

No negative impact.

---

---

---

**D. Support the development of value-added agricultural industry in Cascade County utilizing the products from the regional area.**

No negative impact.

---

---

---



**Goal 4: Retain the presence of the US Military in Cascade County**

**Objectives:**

- A. Encourage the federal congressional delegation to actively support maintaining the current mission status at a minimum.**

No negative impact.

---

---

---

- B. Promote the location of additional military missions in Cascade County.**

No negative impact.

---

---

---

- C. Encourage the reactivation of the runway at Malmstrom Air Force Base for fixed wing operations.**

No negative impact.

---

---

---

- D. Refer to the Joint Land Use Study for resolving conflicts and promoting mission compatible development.**

No negative impact.

---

---

---

**Goal 5: Preserve and enhance the rural, friendly and independent lifestyle currently enjoyed by Cascade County's citizens.**

**Objectives:**

- A. Maintain Cascade County's citizens independent lifestyle and minimize local governmental intervention, to the extent possible, consistent with the requirements of a continually evolving economy and constantly changing population.**

No negative impact but rather may reflect positively on such goal.

---

---

---

- B. Preserve and promote Cascade County's rich cultural heritage, rooted in natural resource development and reflected in its numerous cultural/historic sites and archaeological areas.**

No negative impact but rather may reflect positively on such goal.

---

---

---

- C. Promote fire prevention measures throughout the county, giving special emphasis to the extreme fire hazards present at the wild land/urban interface.**

No negative impact but rather may reflect positively on such goal.

---

---

---



D. Encourage the continued development of educational programs and facilities, recreational opportunities and spaces and health services for all county residents.

No negative impact but rather may reflect positively on such goal.

b) Consistency with the municipal and joint land use plans incorporated by the Growth Policy.

No negative impact but rather may reflect positively on such goal.

**ATTEST:** I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

Printed Name of Applicant: Tim Wilkinson, P.R. of Espte Date: 3/13/2018

Signature of Applicant: [Signature] Date: 3/13/2018

Printed Name of Property Owner: Estate of Emma J. Wilkinson Date: 3/13/2018

Signature of Property Owner: [Signature] Date: 3/13/2018

## **DESCRIPTION OF PROPOSED PROJECT:**

Tim Wilkinson on behalf of the Estate of Emma J. Wilkinson is applying for a Special Use Permit for an additional dwelling unit on Lot 5, Block 6, Phase VII Plat of Spring Tree Ridge. See a copy of the plat /sight plan attached as Exhibit A. It is the intent of the applicant to build a two-unit single level townhome on the lot consistent with the character of the Spring Tree Ridge development. The Townhomes will share a common wall and may or may not share common areas on the lot. The owners will have equal representation in the Spring Tree Ridge Property Owners Association. Such development is consistent with the applicable Covenants for Phase VII and with the original Covenants submitted and approved with the original preliminary plat.

The use proposed in this application is the same as those submitted and approved by the Cascade Count Board of Zoning Adjustment for the Townhouses in the Foothills Ranch Development over the last several years. For this SUP, each town home will be a single-family dwelling unit priced in the \$350,000 - \$400,000 price range. The units will be located on the lot within the applicable setbacks of 75 feet from the front of the lot and a minimum of 25' from the side boundaries.

Tim Wilkinson, Personal Representative

Estate of Emma J. Wilkinson